

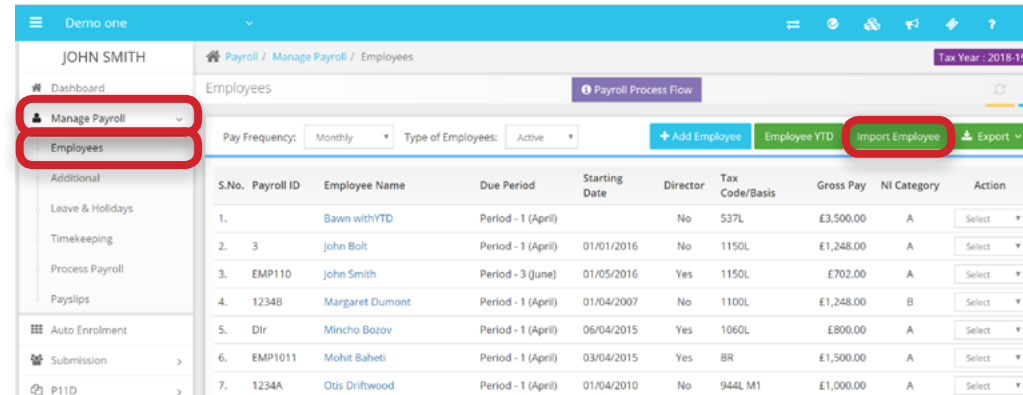
2.1 Import Employees



2. Payroll Module

Navigation: Payroll > Manage Payroll > Employees

You may Import Employees through a CSV file (Comma Separated Values). You may download a Sample CSV file for a better understanding of the format and Import the Employees in one go.



S.No.	Payroll ID	Employee Name	Due Period	Starting Date	Director	Tax Code/Basis	Gross Pay	NI Category	Action
1.		Bawn withYTD	Period - 1 (April)		No	537L	£3,500.00	A	Select
2.	3	John Bolt	Period - 1 (April)	01/01/2016	No	1150L	£1,248.00	A	Select
3.	EMP110	John Smith	Period - 3 (June)	01/05/2016	Yes	1150L	£702.00	A	Select
4.	1234B	Margaret Dumont	Period - 1 (April)	01/04/2007	No	1100L	£1,248.00	B	Select
5.	Dir	Mincho Bozov	Period - 1 (April)	06/04/2015	Yes	1060L	£800.00	A	Select
6.	EMP1011	Mohit Baheti	Period - 1 (April)	03/04/2015	Yes	BR	£1,500.00	A	Select
7.	1234A	Otis Driftwood	Period - 1 (April)	01/04/2010	No	944L M1	£1,000.00	A	Select